

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Subject: Withdrawal of Security Clearance Application

Dear [Recipient's Name],

I am writing to formally withdraw my application for security clearance, which I submitted on [Date of Application]. After careful consideration, I have decided to discontinue this process.

I understand the implications of this withdrawal and affirm that I have not been coerced into making this decision. I kindly request that you confirm the withdrawal of my application at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]